



***U.S. Department of Commerce***  
***“Complying with U.S. Export Controls”***  
***Louisville, KY***  
***August 26-27, 2003***

***Day 1***

***7:30 Registration and Continental Breakfast***

***8:30 Welcome and Opening Remarks***

***“Am I Subject to the Export Administration Regulations?”***

***8:45 The Decision Tree Guide to the Export Control Process & Overview of the Export Administration Regulations***

- ***Legal Basis for Controlling Exports***
- ***Export Control Regimes***
- ***Important Terms and Principles***
- ***Steps for Using the EAR***
- ***What the Regulations Cover***
- ***Other Agencies Controlling Exports***
- ***Exercise***

***“How Is My Item Classified for Export Control Purposes?”***

***9:45 The Commerce Control List, Export Control Classification Numbers, and Country Chart***

- ***Structure of the CCL***
- ***Classify Your Items***
- ***Using the Country Chart***
- ***Exercise***

***10:15 Break***

***10:30 Classifying Your Product...continued***

*12:00 Lunch*

**“Who Is the End-User and What is the End-Use?”**

*1:00 Knowing Your Customer: The Entity List, Denied Persons List, Proliferation Concerns  
Export Regulations for Cuba*

*1:45 Office of Foreign Assets Control (OFAC)*

*2:15 Break*

**“I Have An “X” in the Box, What Do I Do?”**

*2:30 License Exceptions*

- *What is a License Exceptions*
- *Country Groups (Supp. 1 to Part 740)*
- *List-Based License Exceptions*
- *A few Transaction Based Exceptions*
- *Exercise*

*3:30 Wrap Up/Questions and Answers*

***Day 2***

*8:00 Continental Breakfast*

*8:30 Review of Day 1 Information*

**“No License Exceptions Apply, What Is the Next Step?”**

*8:45 How to Apply for an Export License*

- *Filing a License Application*
- *Helpful Hints*
- *Support Documents*
- *Simplified Network Application Process (SNAP)*

**“What Should I Expect from the Licensing Process?”**

*9:45 How the U.S. Government Processes Your License Application*

*10:15 Break*

## **“How Do I Prepare My Export Clearance Documentation?”**

*10:30 Export Clearances: Shipper’s Export Declaration (SED)*

*11:30 Export Clearances: EAR Requirements*

*12:15 Lunch*

## **“What Happens If I Don’t Comply with the Regulations?”**

*1:15 Export Enforcement and Their Role in the Export Control Process*

- *Recent Cases*
- *Penalties*
- *Helpful Hints*

## **“What Are Some Steps That Our Company Can Take to Ensure Compliance?”**

*2:15 Managing your Company’s Internal Compliance  
Export Management Systems (EMS)  
Record Keeping*

## **“What Else is Going on at BIS?”**

*2:45 “In the Know”: New and Upcoming Regulations*

*3:00 Break*

*3:15 Exercises: “Using What You Have Learned”*

*3:45 Wrap Up/ Questions and Answers*